

Project Approval Check List

As outlined in Attachment E of your EECBG grant agreement, once you have decided on the project that you wish to implement with your EECBG grant funds, MEA must approve your project.

Below is a check list of items that must be submitted to MEA in order for your project to be approved. Your technical assistance team member will work with you to compile the documentation listed below and to submit the appropriate documentation to MEA.

Check List of Items for Project Approval	
1. Eligible Technology	
<input type="checkbox"/>	a. Ensure that the proposed project is on the list of eligible energy technologies contained in Attachment A of your EECBG grant agreement.
2. Audit Report	
<input type="checkbox"/>	a. Ensure that the project energy savings have been quantified in the <i>Audit Report</i> provided by MEA's Technical Assistance Contractor.
3. Historic Preservation	
<input type="checkbox"/>	a. Submit Historical Preservation documentation to MEA. This can consist of either 1) a completed <i>Maryland Historical Trust (MHT) Project Approval Form</i> (Attachment C ¹ of your grant agreement) signed by MHT <u>or</u> 2) documentation from MEA's qualified historian that your project is eligible to be exempted from the MHT review process under the Programmatic Agreement between MEA, MHT, and the U.S. Department of Energy (DOE).
4. Waste Management Plan	
<input type="checkbox"/>	a. Complete and Submit the Maryland <i>EECBG Waste Management Plan Template, Part 1</i> (Attachment B in your EECBG grant agreement).

Your completed forms and supporting documentation should be sent to your assigned Technical Assistance Team *Account Manager*, who will make the forms available to MEA for review.

After review by MEA, MEA will send a signed copy of the EECBG *Project Approval Form* (Attachment E of your EECBG grant agreement) to you. Only after you have a signed copy of the *Project Approval Form* can you proceed to procurement and installation for your project—as detailed in the *Post-Project Approval Checklist*.

¹ All project forms can be found in your grant agreement, and also on MEA's EECBG website:
<http://www.energy.state.md.us/EECBG.asp>